

SECTION 2

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APPLICATION FOR CNP PARTICIPATION

Participation in the National School Lunch, School Breakfast and Special Milk Programs requires the completion of the following items:

Food Service Agreement

The Food Service Agreement is a legal contract between the Arizona Department of Education and the sponsor participating in the program. Reimbursement may be made only to those sponsors who have a current agreement with the Department of Education. Under the terms of the agreement, the sponsor agrees to:

1. Maintain a nonprofit food and/or milk service and use program revenue only for program purposes.
2. Establish rules or regulations as needed to control the sale of foods in competition with school lunch or breakfast meals.
3. Promote activities to involve students and parents in the National School Lunch and Breakfast Programs.
4. Maintain a financial management system as prescribed by the CNP office.
5. Limit the net cash resources of the nonprofit school food service to an amount that does not exceed three months average expenditures.
6. Price the meal as a unit, except in non-pricing programs where no charge is made. Claim no more than one (1) lunch/breakfast/after school care snack per child per day per meal service.
7. Serve meals/milk which meet the requirements of the program.
8. Maintain menus and daily production records documenting meals/milk meet the requirements of the program.
9. Make meals/milk available at no cost or at a reduced price to children determined eligible by USDA guidelines.
10. Count the number of free, reduced-price and paid reimbursable meals served to eligible children at the point of service.
11. Claim reimbursement only for meals/milk served to eligible children.
12. Review and analyze meal counts to ensure accuracy of the claims for reimbursement.
13. Submit claims within the time frames set by the CNP office, which is the 10th day of the month following the month for which reimbursement is claimed.

14. Maintain files of currently approved and denied free and reduced-price applications.
15. Make available for review or audit all accounts and records pertaining to the program.
16. Operate the program in compliance with the Civil Rights Act of 1964 as amended, and not segregate children during meals based on meal eligibility.
17. Maintain proper sanitation and health standards in the storage, preparation and service of food.
18. Accept and use in as large quantities as can be efficiently utilized, donated food (commodities) offered by the USDA.

Free and Reduced-Price Policy Statement

This statement outlines regulations for determining children's eligibility for free and reduced-price benefits in the National School Lunch, School Breakfast and Special Milk Programs. This policy statement is considered a permanent document and it will apply to the program(s) indicated on the most recent agreement and application sheet.

Program Application and Site Sheet

Sponsors are provided an application and site sheet printed with the current year's information. Revisions are made for the new program year which is from July 1 through June 30.

Parent Letter, Free and Reduced-Price Application and Notification Letter

These documents are submitted only when the CNP prototypes or the previously approved documents are not being used. The CNP office must approve modified applications, parent letters and notification letters before being sent to households. For more information refer to the free and reduced price policy manual.

Meal Count System Information Sheet

This form is submitted only when changes to the meal count system have occurred since approval by the CNP office.

After School Care Snack Program Eligibility Application

This form is submitted only when a district has an after school care program that meets eligibility criteria (see 2.3).

Free and Reduced-Price Document Summary

This form is submitted annually by the sponsor to indicate the status of the documents that will be used.

CRITERIA FOR ELIGIBILITY FOR THE AFTER SCHOOL CARE SNACK PROGRAM

Eligible Programs

After school care programs must be run by a school that is eligible to operate the NLSP. The purpose of these programs must be to provide care in after school settings. They must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised (“regularly scheduled” does not mean that the program must occur daily).

Eligible programs must include education or enrichment activities in an organized structured and supervised environment. It must be stressed that any extracurricular activities such as the school choir, debate team, drama society, et al. can qualify to participate under this provision only if their basic purpose is to provide after school care as defined above. It must be emphasized that under no circumstances can athletic programs engaged in interscholastic sports be approved as after school care programs under this provision. However, programs that include supervised athletic activity along with education or enrichment activities may participate. The key would be that they are open to all and do not limit membership for reasons other than space or security considerations, or, where applicable, licensing requirements.

Eligible Sites

The after school care program must be operated by the school and not some other organization, although the school does not have to use the school’s personnel or regular school facilities. However, the school must retain final administrative and management responsibility for the program, including the program site. Furthermore, the school food authority for the school must be the party that enters into the agreement with the State Agency and must assume full responsibility for meeting all program requirements. The school may then, if it wishes, arrange with another organization to perform the day-to-day operations.

Residential Child Care Institutions (RCCI’s) and boarding schools that participate in the NSLP are eligible to operate the After School Care Snack Program as long as the criteria described above is met.

MEDIA RELEASE

At the beginning of school, the Arizona Department of Education provides the news media an announcement to notify the public of the availability and eligibility criteria of the National School Lunch, School Breakfast and the Special Milk Programs.

The sponsor is responsible for submitting a public press release to local unemployment offices and major employers with impending layoffs in the attendance area of the school.

Copies of the public release must be made available upon request to any interested person. A sample media release is in the *Free and Reduced-Price Policy Handbook*.